



Arizona Department of Transportation
Intermodal Transportation Division
206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Jane Dee Hull
Governor

Dick Wright
State Engineer

Victor M. Mendez
Director

May 1, 2002

INFORMATION BULLETIN NO. 02-04

TO: ADOT Project Managers/Monitors, Resident Engineers
And Consultant Engineering Firms

FROM: Engineering Consultants Section

SUBJECT: REVISIONS TO CONSULTANT TRAVEL POLICY
(Supercedes Information Bulletin No. 01-08)

Please be advised of the updated Consultant Travel policy.

SHORT TERM TRAVEL:

The following provides further clarification to our Consultant short term travel policy requirements:

NEW AND EXISTING CONTRACTS:

- Short Term Travel will be reimbursed based upon actual costs not to exceed the maximum allowable amounts as listed in the State Travel Policy.
- Consultant employees are required to submit receipts to substantiate all items listed on their travel claim to their employer.
- ADOT will be billed for actual travel costs. Unless otherwise directed by ADOT, copies of these travel receipts are not required to support billings.
- Since these records are subject to audit, consultant firms should keep a copy of the receipts to substantiate its claims on file.



LONG TERM TRAVEL:

Effective May 1, 2002, the following change will be made to the Consultant Long Term Travel policy.

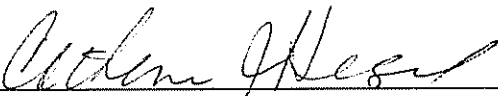
NEW CONTRACTS:

- During contract negotiations, when long term travel is warranted for a project, the consultant will be requested to submit a breakdown of estimated travel costs. The Department will negotiate a fair and reasonable daily flat rate for consultant employees on Long Term travel status for a specific contract.
- Long term travel status for a consultant employee will require prior approval from the ADOT PM or authorized representative.
- The consultant employee will be reimbursed based on the negotiated daily flat rate.
- Receipts for lodging and meals will not be required for consultant employees on long term travel status.

EXISTING CONTRACTS:

- On existing contracts, the consultant employee in Long Term Travel will be reimbursed based on the current contract reimbursement rate.
- Long term travel status must be approved by the ADOT PM or authorized representative.
- Receipts for lodging and meals will not be required to be submitted to ADOT for consultant employees on long term travel status.

If you have questions regarding this bulletin, please call the undersigned at (602) 712-8998.


Catherine J. Hegel
Contract Administrator